



## **ADDENDUM NO. 2**

DATE: Wednesday, March 21 , 2018  
ITB: **RFP18-45 EA Web Page Based Police Training**  
DATE ISSUED: March 6, 2018  
BID DUE: April 5, 2018 @ 4:00 PM EST  
BID OPENING: April 5, 2018 @ 4:00 PM EST  
SUBJECT: **To Answer Questions Received**

Ladies/Gentlemen:

Addendum #2 is being issued to provide the following information: To answer questions received.

*Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Proposal or your response may not be considered.*

**Question 1. Whether companies from Outside USA can apply for this?**

**Answer:** We will consider all requests that comply with our RFP.

**Question 2: Whether we need to come over there for meetings?**

**Answer:** No, we can set up training remotely if contract is awarded.

**Question 3: Can we perform the tasks (related to RFP) outside USA?**

**Answer:** We will consider all request that comply with our RFP.

**Questions 4: Can we submit the proposals via email?**

**Answer:** No, this is a formal sealed bid. Please see RFP submittal instructions.

**Question 5: Scope of Contract Section A, states that the City would like a fully operational web-based training system that is fully operational within thirty (30) days of being awarded the contract. The RFP also referenced secure turnkey hosting that eliminates the need for any agency to deal with IT infrastructure issues. It sounds as if the vendor is supposed to provide the Learning Management System (LMS). It also sounds as if The City would like pre-built courses versus customized course content. Please clarify. *Is the City open to customized web-based training courses? Does the City or agency have an active LMS to house web-based training?***



**Answer:** Yes, the city is open to customized web based courses. They will need to have been developed prior to awarding this contract. The city does not have their own LMS.

**Question 6: Authority to Transact Business:** The RFP indicated that bidders/chosen vendor must have a copy of a certificate that authorizes to do business in the Commonwealth of Virginia, including State Corporation Commission Registration Number. It also requests for a copy of the Offeror's license to do business in Hampton, Virginia. Does this mean that you are only accepting proposals for businesses that are registered in the State of Virginia and/or City of Hampton? *Does this mean that you are only accepting proposals from businesses that are registered in the State of Virginia and/ or City of Hampton? Are you open to accepting proposals/bids from registered U.S. domestic businesses that are registered in other states?*

**Answer:** A copy of the certificate verifying the firm is authorized to do business in the Commonwealth of Virginia, including State Corporation Commission Registration Number.

**Question 7: Does The City or agency have a subject matter expert who suggests the course topics that are outlined within the RFP? Does the agency have a subject matter expert on hand, or does the agency have a preference? If not, how did the agency come up with the course topics/structure?**

**Answer:** We do have subject matter experts but for this contract we do not want to use ours. We want training on the topics in the RFP that have already been developed by the company that will be awarded this contract. -Keller

**Question 8: Does the City or agency have a budget limit they would like to share with the vendors, a range the agency would like to set?**

**Answer:** No, we do not provide budget information.

**Question 9: Does the basic content for the proposed training topics exist in any form (manuals, publications, workshop materials, etc.) or does it need to be researched and written from scratch?**

**Answer:** We want to work with a company that has the training content already developed. I'm not looking for something to be developed over time.

**Question 10: Will there be a subject matter available who can provide guidance on compiling the training content for this project?** **Answer:** We do have SME but again we are looking for the company to have already put these training sessions together. They should have already researched the content and finalized their presentation.



All other terms and conditions remain the same.

For the City of Hampton

*Carol G. Alston*

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